



# Communications & Content Coordinator I

Position title	Department	Reports to
Communications & Content Coordinator I	Marketing/Communications	Sr. Manager Communications & Development
Employment status	Weekly Hours	Salary
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	32-40	\$31-\$35.00 hourly

The Napa Communities Firewise Foundation (NCF) is committed to reducing hazards from wildfire to protect Napa County Communities. NCF provides information, education, and vegetation thinning so residents and visitors can live more safely with wildfire. NCF projects greatly benefit wildfire suppression access and response, while mitigating the impacts of environmental resources throughout Napa County.

## POSITION SUMMARY

The Communications & Content Coordinator I (CCC) supports the day-to-day execution of Napa Firewise's communications efforts. This role focuses on content creation, community engagement, and communications operations, helping ensure that our programs, events, and impact are clearly and consistently communicated.

Reporting to the Sr. Communications & Development Manager, this position plays a key role in maintaining momentum across communications channels and freeing up senior staff to focus on strategy, partnerships, and fund development by owning core execution and coordination tasks.

This is a remote-hybrid position. The CCC is required to occasionally visit project sites. Priority will be given to candidates residing within 45 minutes from the City of Napa or St. Helena.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The Communications & Content Coordinator supports the development and execution of NCF's communications strategy, helping advance the organization's mission, fundraising efforts, grant objectives, and community impact.

### ***Communications & Content Execution***

- Develop, draft, and schedule content for social media platforms (Instagram, Facebook, LinkedIn, etc.) using established voice and guidelines
- Capture on-site photos and short-form video at events, field projects, and community meetings
- Edit short videos for social media, website updates, and email communications
- Design basic outreach materials such as flyers, graphics, and presentations using Canva or similar tools
- Assist with drafting email newsletters and announcements



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## ***Outreach & Community Engagement Support***

- Support promotion of events, programs, and Fire Safe Council activities
- Assist with event coordination as needed
- Monitor communications inboxes and flag questions or time-sensitive requests
- Track and support communications with Fire Safe Councils and community partners

## ***Website, Asset & Systems Support***

- Update website content, event listings, and project pages under direction
- Upload, organize, and maintain photo and video libraries
- Track content in shared calendars and content trackers
- Assist with basic metrics tracking (engagement, reach, performance) and reporting
- Support CRM and communications database upkeep as needed

## ***Media & Partner Communications Support***

- Assist with drafting press materials under direction
- Maintain media and partner contact lists
- Track media coverage
- Monitor partner channels for relevant content or engagement opportunities

## ***General Support***

- Assist with other communications and outreach-related tasks as needed
- Help maintain organized systems that support consistency, efficiency, and collaboration across the organization

## ***Ownership & Growth***

This role owns the day-to-day execution of communications and outreach and plays an active role in shaping how our work is shared with the community. Strategic direction, final approvals, media relationships, and sensitive messaging are led by senior staff, with opportunities for this role to contribute ideas, drafts, and recommendations as skills grow.

## **MINIMUM QUALIFICATIONS (Education, Knowledge, Skills, and Abilities)**

The requirements listed below are representative of the knowledge, skills, and abilities required to successfully perform this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Education and Experience Requirements:***

- 1–3 years of experience in communications, outreach, marketing, or a related field, or equivalent hands-on experience
- Experience creating content for social media platforms
- Experience assisting with email marketing campaigns, including drafting content, formatting emails, or managing distribution lists
- Proficiency with standard workplace tools such as Microsoft Office and Outlook



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- Willingness and ability to work on site in Napa County for events, meetings, and field-based activities

## **Knowledge, Ability and Skill Requirements:**

- Ability to drive to and from project and meeting sites while meeting all CA vehicle laws.
- When driving a personal vehicle, must be insured under CA vehicle insurance requirements with the following coverage limits: \$100,000 per person, \$300,000 per accident and \$50,000 of property damage.
- Strong experience using Microsoft Office 365 including Word, Excel, SharePoint, Outlook, and other Microsoft tools.
- Knowledge of local community needs and dynamics throughout Napa County.
- Ability to learn grant reporting techniques.
- Understanding of Personally Identifiable Information (PII) and a commitment to maintaining client privacy.
- Able to work effectively with minimal supervision in a remote environment or as part of a team.
- Strong written and verbal communication skills, with the ability to adapt messaging for different audiences
- Working knowledge of visual content tools such as Canva and basic video-editing applications
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks, meet deadlines, and work independently
- Basic photography or videography skills, or interest in developing these skills over time
- Ability to collaborate with staff, partners, and community members in a professional and respectful manner

## **Desired but not Required**

- Experience with Monday.com
- Experience with wildfires
- Ability to speak fluent Spanish
- Experience working in 501c3 nonprofit organization is desirable
- Drone operation skills and license or other videography.

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification.*

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The ability to occasionally drive or ride with other staff on country roads in a personally owned



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vehicle or NCFE-owned vehicle to visit project sites. Must have sufficient balance to occasionally navigate rough terrain on foot.

- While working in the back country environment, unknown hazards may occur including unknown people and/or wild animals. Must be comfortable and able to use good judgment when responding to these scenarios.
- Able to occasionally climb stairs and/or hillsides.
- Able to work in all weather conditions.
- Able to lift and carry up to 30 pounds.
- Able to stand, bend, kneel, reach, and stoop .
- Able to work indoors and sit at a computer for long periods of time.
- Able to thrive in a fast-paced and sometimes unpredictable environment.

*NCFE is a grant-funded 501c3 nonprofit. All team members work closely with the Grant Administration Department to document project details, track grant deliverables and archive photos to ensure successful grant reporting.*

Learn more by visiting [www.napafirewise.org](http://www.napafirewise.org)

Review the full job description at [www.napafirewise.org/careers/](http://www.napafirewise.org/careers/)

Resumes may be submitted to [napafirewisecareers@gmail.com](mailto:napafirewisecareers@gmail.com)